

WE'RE LOOKING FOR
HR ASSISTANT, ADMIN
(Work base: Compostela, Cebu)

Responsibilities:

- Comprehensive and accurate review, monitoring, and checking of documents of all External Manpower Service Providers.
- Preparation, Finalization, and Safekeeping of all Service Agreements or Memorandum of Agreement, Accreditation or Renewal requirements of Third Party Service Providers.
- Information and Records management.
- Provide Administrative Support to the Timekeeping and Billing Section.

Qualifications:

- Candidate must be a graduate of BS Psychology, BSBA major in Human Resource Development, or any related course with relevant experience of the job responsibilities.
- Work experience in handling EMSP or in the related field is an advantage.
- Can work with less supervision;
- With good interpersonal skills;
- Excellent in oral and written communication;
- With good scholastic record;
- Fresh Graduates are welcome to apply!

To apply, send us your updated resume and TOR through

E-mail: hrtaprocessingplant@virginiafood.com.ph

We are located at Virginia Food, Inc. Processing Plant, Cogon, Compostela, Cebu.

For inquiries, call: 0917-861-6402